

ONLINE CONTRACTOR REGISTRATION INSTRUCTIONS

1. Go to www.co.marshall.in.us
2. Click on Online Services
3. Click on Online Permitting/Registration
4. Scroll to the bottom of the page and click on Marshall County Online Permitting Registration
5. You are redirected to our online services and for 1st time users you need to create an account

Permitting powered by Schneider
Marshall County, Indiana

Actions Contact Reports Admin Logged in as Lori Lowry (Admin)

Create Account

Account Name: check to register as a contractor?

Password:
Minimum 8 characters required.

Confirm Password:

E-mail:

Already have an account?
[click here to login](#)

Next

Schneider

6. Create an account name, password, confirm, email, check the box that you are registering as a new contractor, Marshall County Jurisdiction, and choose your contractor type. NEXT

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Business Name: Contact First Name:

Street Address1: Contact Last Name:

Street Address2:

Contact Title:

City: Contact Business Ph:

State: Contact Cell:

Zip Code: Contact Email Address:

Company Web Address:

Workers Comp Exp Date:

Bond Expiration Date:

Liability Insurance Expiration Date:

Previous Next

Schneider

7. Fill in your business information and choose NEXT
8. Your new account is almost ready, but before you may continue, you must click on the verification URL sent to the email address provided during creation of your account. At that time you can choose to pay your account via Credit Card or log out and bring your payment to our office. Your account will be activated once you have clicked the verification URL.
9. The email sender is NO-REPLY@SCHNEIDERCORP (*our software company*)

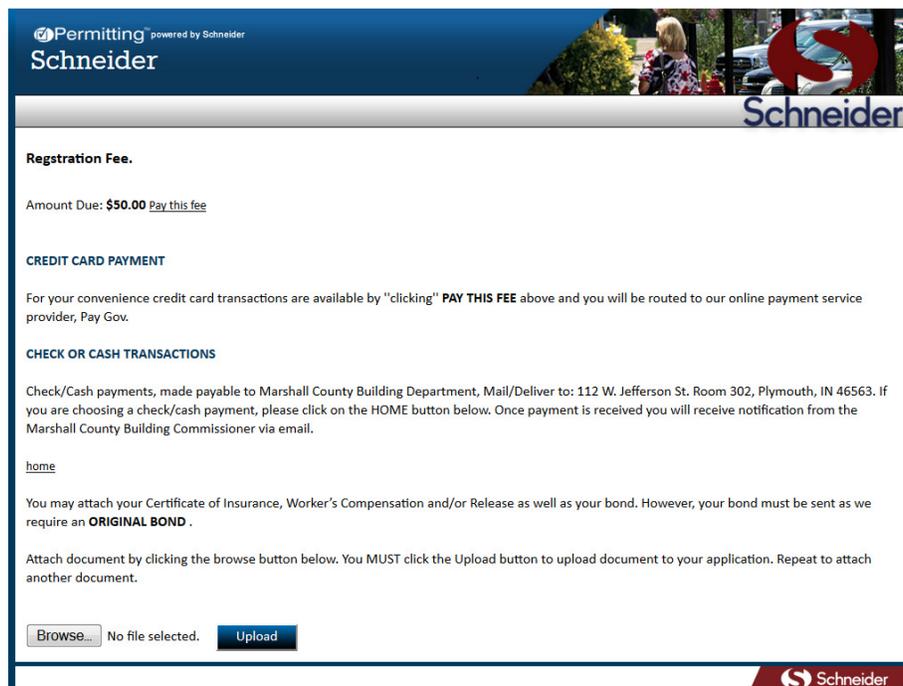
Username: johnnybuilding

Password: 12345678

KEEP THIS EMAIL AS THIS IS YOUR USER NAME AND PASSWORD

To activate your account please verify your email address by clicking or copying the below link and paste in your browser:

<http://staging.permits.schneidercorp.com/ActivateAccount.aspx?username=johnnybuilding&email=loril@co.marshall.in.us&clientID=13&amount=50.0000&contractorId=452&&contractorName=Johnny Building&address=1234 Merry Court&city=Plymouth&StateCode=Indiana&zipcode=46563&contractorType=General Contractor&contractorTypeID=2>



The screenshot shows the Schneider Permitting website interface. At the top, it says "Permitting powered by Schneider" and "Schneider". Below this, there is a section titled "Registration Fee." with the text "Amount Due: \$50.00 Pay this fee". There are three main sections for payment: "CREDIT CARD PAYMENT", "CHECK OR CASH TRANSACTIONS", and a section for attaching documents. The "CREDIT CARD PAYMENT" section states that credit card transactions are available by clicking "PAY THIS FEE". The "CHECK OR CASH TRANSACTIONS" section provides the address for payments: "Marshall County Building Department, Mail/Deliver to: 112 W. Jefferson St. Room 302, Plymouth, IN 46563." and includes a "home" link. The document attachment section states that users must attach an "ORIGINAL BOND" and provides instructions on how to upload documents. At the bottom, there are "Browse..." and "Upload" buttons, with the text "No file selected." next to the "Browse..." button. The Schneider logo is visible in the bottom right corner.

10. At this time if you have your Certificate of Insurance, Workers Comp and/or Release and \$20,000 License and Permit Bond you can scan it in and upload it yourself or you can mail it. If you mail it in, your application will not be valid until all documents are received. If you choose to pay online click Pay this Fee and you will be routed to the Pay Gov website to pay.
11. Once that is completed you can choose to Go back to referral site.

12. Once all documents are received and paid you can log back in to the site and print off your own Contractor Registration Certificate. <ACTIONS><CONTRACOR REGISTRATIONS> then click on Certificate

Permitting™ powered by Schneider
Marshall County, Indiana

Actions Contact Logged in as johnnybuilding

| Contractor Registrations |

Profile Information
 User Name: johnnybuilding
 Business Name: Johnny Building
 Street Address1: 1234 Merry Court
 Street Address2:
 City: Plymouth
 State: Indiana
 Zip Code: 46563
 Company Web Address:

Contact First Name: Johnny
 Contact Last Name: Builder
 Contact Title: Owner
 Contact Business Ph: 574-936-1111
 Contact Cell: 574-546-1111
 Contact Email Address: loril@co.marshall.in.us

Workers Comp Exp Date: 1/1/2015
 Bond Expiration Date: 1/1/2015
 Liability Insurance Expiration Date: 1/1/2015

List of your registrations:

Fee	Type	Status	Exp. Date	Doc
\$50.00 paid	Renew {Marshall County, Indiana} General Contractor	Approved	12/31/2014 12:00:00 AM	attach doc Certificate

click to register for another contractor type

Save Cancel

Schneider

13. Our registration runs from January through December. In December you can choose Renew for the following year.

Please feel free to contact our office if you should have any questions.

Lori Lowry
 Administrative Assistant to the Plan Director/Building Commissioner
 574-935-8540
loril@co.marshall.in.us